

Oneida County Buildings & Grounds Committee Meeting
Committee Room #1, Second Floor
Oneida County Courthouse, 1 S. Oneida Avenue, Rhinelanders
Monday, October 12, 2015 8:00 a.m.

Committee Members present: Billy Fried—Chairman, Lance Krolczyk, and Gregg Oettinger. Bob Metropulos and Scott Holewinski are excused.

Department Staff: LuAnn Brunette—Facilities Director/Buildings & Grounds and Bruce Stefonek—Assistant Director/Buildings & Grounds.

Others Present: Kyle Franson, Lynn Grube and Dan Gleason.

Call to order

Chairman Billy Fried called the meeting to order 8:07 a.m. noting that the meeting had properly posted in accordance with the Wisconsin Open Meeting Law.

Approve agenda

Motion to approve the agenda by Lance Krolczyk, second by Gregg Oettinger. All ayes; motion passed.

Purchase agreement with Xerox for Register of Deeds copy machine

LuAnn Brunette stated they had the actual contract which had been reviewed and approved by Corporation Counsel and now needs the signatures. Kyle Franson commented that Corporation Counsel recommended changes to the agreement so they can request changes adding they will start with a service agreement because it includes the cost of ink and drop when cost of the service rises. Motion to approve the contract as presented from review of Corporation Counsel by Fried, 2nd by Oettinger. All Ayes; motion passed

Surveillance system/file server resolution

Lynn Grube discussed a small change the Finance Director would like included to say we were going to change 2015 budget. Grube explained changes to the committee by illustrating the changes commenting the project involved 2 departments' staffs, 2 committees and 3 consultants. Grube indicated the location of cameras throughout the courthouse. Grube described the closet which contain the patch panels and wire that connects to the cameras and the switches that provide the power. Some wiring in original courthouse travels through the ceiling because it cannot get through the solid wall. The additional cost of \$9,000 is out of the ITS Capital budget for 2016. The wire was done by Buildings and Grounds and a consultant and cost \$3,000 which came from project. Grube added they were now purchasing the server and san. The san is needed to make everything work and so far is making it through the budget process and has a green light. The system Buildings and Grounds purchased cost \$36,875 and the san allows law enforcement to dial into cameras or server for whole system. The system will hold 56 terabytes which is 121 days x 45 cameras and will be shared by Sheriff's Department. The system is approved and paid for and approved \$9,000 borrowed from the 2016 ITS CIP budget. If the resolution is signed today it can go to the Administration Committee, and then if approved today by the Administration Committee it can then go to the County Board in October so the outside cameras can be purchased and installed before the snow. The other san and server will need to be built and delivered; however, the cameras can be purchased and installed. One day is kept on the server then archives on san. The original plan allowed for the 30 day standard, however, the state statute for Wisconsin is 121

days. Brunette commented that they were told the industry standard was 30 days and no one they had spoken to had stated otherwise. Corporation Counsel had found the 121 day requirement in the administrative rules. Fried expresses his understanding that if there is nothing fine; but if there is then you are required to keep 121 days. Grube commented that Marathon County keeps 180 days. Fried asked if there are ways to save money. Grube stated the data can be stored on the server for \$10,000 less, however, the san will be shared with all the departments. The current internet cannot handle it so it will require new pipe from Charter. Fried questioned the need to share with departments other than the Sheriff's Department. Grube stated that anything that is video or other large files will go into this "bucket of data". Brunette noted there may be need of Corporation Counsel to review and could be used, for example, to verify the salting of sidewalk in the case of a slip and fall. Fried agreed the san will help meet the other needs within the county. Fried noted his concern was that the committee was told the security camera project could be done at a cost that was within budget but then there are other significant cost that have been added. Fried added that it sounds like benefits outside of this year have been considered but questioned if a broad enough view of things is being taken when doing these projects. Fried questioned if this resolution is sent to the Administration Committee what else is in question for everything to work. Grube responded the 2016 CIP needs to go through and get Charter in, adding the \$9,000 was spent and done and is coming from IT's budget because it is considered infrastructure and will be used by other departments. Brunette stated they had \$163,500 earmarked for courthouse security and it was always the plan to move forward with physical barriers first, however, since the committee wanted to move forward with video cameras they would then use whatever was left for the barriers. In addition to what was budgeted for both this and next year, they have been asking for an additional \$15,000 to keep supporting courthouse security. There is money to cover it, but the costs are coming in higher than anticipated because the rough estimates are 3 years old. Grube added everything was well until they became aware of the 121 day statute and agreed with Fried that it should be noted that the cost will come out of general fund which was agreed to by both the Finance Director and Corporation Counsel. Grube confirmed that if approved by the County Board the system will be workable provided the 2016 san and Charter which she believed will happen because they have been the project list for some time noting. Fried questioned if the resolution should be contingent. Grube stated they will be ordered together. Motion to approve that the resolution be passed on to the Administration Committee as presented by Fried, second by Krolczyk. All ayes; motion passed.

UPS (Uninterrupted Power Supply) supporting ITS data center

Brunette stated the UPS is a battery that provides backup for the data center in the event of a power loss until the generator fires up and the transfer switch moves that load to the generator. Historically, B&G has provided the UPS and the replacement batteries every three years. B&G tests the UPS monthly and on March, 24th the UPS failed but could not determine the cause of the failure. It had since worked fine until a series of recent power outages. Staff was on the phone with Trip Light to diagnose the error codes but could not identify the problem. Since this is the second failure it will need to be replaced before there is another outage. The batteries are 2 years old with a life expectancy of 3 years and a replacement cost of \$3,500 to replace and at least \$2,000 charge from trip light and would like a signed agreement not to exceed \$5,000. The UPS is about 9 years old with 10 year life expectancy. Vendors are coming in to evaluate the load placed on the UPS to be sure it is properly sized and provide estimates to replace the UPS. They expect cost to come in above \$25,000, therefore it will have to be bid and there is no money in the budget to cover it. Fried questioned if the current unit was underrated for the current level of demand. Grube stated that it is pretty good adding she thought it was a transfer issue of some kind, not load. Grube stated a new unit would be purchased with the intention for not less than 10 years. Grube added it provides back up for all servers and critical infrastructure noting she could lose the Sheriff's Department, Minocqua, Woodruff, and Three Lakes adding all of the servers go down but 911

will work. Following the last outage they worked for 2 solid days; when it came back 8 didn't come back and the AS 400 still has a trouble light and they are having a consultant come in. Fried agreed the equipment is integral but noted concern that buying another piece of equipment may be the fix and the problem could be elsewhere. Grube agreed that it is a possibility but noted a power interruption of a nanosecond can create a problem. Fried asked for other options. Grube added some counties use the cloud but that is expensive too; the cloud is not cheap and the data is in their hands. Brunette stated the vendors will come in and evaluate the current system and then we will come back to the committee when there is more information. Stefonek stated Total Electric was in and checked all the switches and tried to recreate the problem. Cummins checked everything from the generator to switches and everything was working fine. During the last power outage the UPS came on while on phone with Trip light. Brunette stated the vendors will be here on Friday the 16th. Grube added everything on this enterprise is on this battery except duplicates at the Sheriff's Department and could be used at the Health & Aging Building as backup. Fried directed Brunette to move on to the Administration Committee and see where it goes.

Bills, vouchers, blanket purchase orders and line item transfers (if any)

Motion to approve the bills, vouchers, blanket purchase orders and line item transfers as presented by Fried second by Oettinger. All ayes; motion passed.

Approve minutes from committee meeting dated September 14, 2015

Motion to approve the minutes by Fried, second by Krolczyk. All ayes; motion passed.

Exterior masonry repairs on Oneida County Courthouse

Brunette stated Quality Building & Restoration was supposed to provide estimates; however, their estimator has been in and out of the hospital. Brunette discussed items 1-3; cleaning the lime stone with pressure washer noting because the stone is so fragile it is not something they want to attempt with their staff because they could damage it more. The other item is to route, clean and caulk the wash joints on the upper cornice of the gables with polyurethane sealant. The terracotta is much more fragile than limestone on front of building. Also, repair the loose metal of the south east cornice that is allowing water to seep in. In addition there are problems with the north side of building. Joints around the detail are allowing water to seep in between block wall and foam base that is adhered to the block wall. Water has then been freezing and thawing and will eventually cause parts of the wall to fall off of the building to the parking lot below. Brunette added they are looking for items 1 -3 and do not want to do 4 and 5 which are on the base, brownstone area at this time. The recommendation is to wait until spring; the grout will be discolored if too cool when applied, this way the work comes in at \$23,000 or less. Corporation Counsel is asking for new quote that does not include items 4 or 5. Brunette added there is money in Continuing Appropriation and she would be taking it to the Administration Committee to request the transfer of the money from the Continuing Appropriation account to an account they can use to spend it. Stefonek stated the new caulk is designed to last 20 years and might need to be done again in 15 years. Motion to pass onto the Administration Committee the request to transfer money from Major Renovation account to cover items 1, 2, and 3 on the bid that has been presented for an estimate not to exceed \$23,000 by Fried, second by Krolczyk. All ayes, motion passed.

Updates and possible action on Buildings & Grounds projects/activities

a. Bid document specifications for Liebert Unit replacement

Brunette stated that Stan Grys is too busy to prepare the bid specs so they would like the vendor that is coming to evaluate the UPS system to assist in developing the bid

specs and request the authority to spend the money with someone other than RCAD if need be.

b. Social Services bathroom renovation

Brunette stated one bathroom is 90 % complete and anticipate both bathrooms will be complete in the next couple of weeks when the new faucets arrive. Stefonek stated staff completed all of the work with the exception of the tile and vanities.

c. LEC roof agreement

Brunette stated Craft was on site 2 weeks ago and made quite a few repairs with quite a bit of new materials. Those were the last scheduled repairs and they are now back to the maintenance agreement with the warranty through 2018.

d. UW leased space

RCAD worked on the installation of the exhaust fan in the baggage area and the Airport is obtaining pricing from them for additional air exchange to allow the storage area so that it can be used as office space.

i. Lease agreement with Rhinelander-Oneida County

Brian Desmond has reviewed the lease agreement and is ready to be approved. It requires the signatures of the Buildings and Grounds Chair and the County Clerk. Fried questioned if they should we wait until the 2016 budget is approved. Brunette commented that there is an opt out clause. Krolczyk referred to article 4 stating he saw that as a 30 day notice. Fried stated he would feel better approving once the UW is approved. Brunette commented that if they waited this long can wait until budget approved November 10th. Motion to put this on agenda after the County Board has approved the 2016 budget by Fried, second by Krolczyk. All ayes; motion passed.

Administration Committee action regarding 2016 Buildings & Grounds budget request

Brunette stated that after all of the budgets were submitted she received notification of a request of a 5% reduction in tax levy in non-personnel. Brunette discussed with Fried cuts to overtime wages by \$1,000, other profession services by \$1,500, Water and Sewer at the Courthouse \$735, Gas Account at the Courthouse \$2,000, Telephone & Fax \$400, and cut putting chairs in the jury room \$6,000, Household and Janitorial Supplies \$2,000 coming up with the additional decrease of \$13,600 noting the budget was approved with that change.

Closed session – It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into closed session pursuant to Section 19.85(1)(d), “considering strategy for crime detection or prevention” (Topic: Courthouse security)

None

Return to open session

None

Announcements from closed session (if any)

None

Non-budgeted item request

None

Public comment

None

Items for next agenda

Update projects; Liebert Unit, UPS

Future meeting date

November 16th, 2015 at 9:00 am

Adjournment

Motion to adjourn by Oettinger, second by Krolczyk. All ayes; motion passed. Meeting adjourned at 9:26 am.

Billy Fried, Chairman

Dan Gleason, Recording Secretary